**Starting a Business Check List**

* Evaluate my capabilities and skills
* Select a product or service in demand
* Research my market (customers, competitors, industry)
* Determine my capital needs and sources
* Choose my business partners (lawyer, CPA, marketing consultant, banker)
* Determine legal structure (sole proprietor, partnership, corporation or LLC)
* Select name and perform name search
* Complete assumed name form with County Register of Deeds, if sole proprietor or partnership
* Develop and submit Articles of Incorporation (corporation) or Certificate of General or Limited Partnership (partnership) with Secretary of State's office.
* Apply for federal identification number (sole proprietor if have employees, partnership and
corporation. Ask for "Getting Started Package" that includes application for ID# -SS-4 form)
* Apply for NC withholding identification number (if employees) and sales tax number (if retail sales) from NC Department of Revenue
* Contact Employment Security Commission (if employees), ask for "Employer-Status Report" to get set up.
* Apply for city or state privilege license, whichever is applicable
* Apply for Home Use Permit with city (if home office)
* Check zoning requirements on space and apply for rezoning, if necessary (city/county).
* Determine methods of pricing
* Develop sales forecasts
* Prepare marketing plan
* Determine equipment needs
* Determine employee requirements, procedures, salary administration
* Develop goals for sales. growth, product/service diversification
* Prepare projected financials (budget, cash flow and income statements, balance sheet)
* Determine bookkeeping procedures and method of accounting (cash or accrual)
* Open separate business bank account
* Determine suppliers/vendors and establish relationships
* Determine insurance needs
* Develop a business plan
* Reserve corporate name, if corporation
* Install separate business phone line
* Develop corporate identity (logo, motto)
* Have business cards and letterhead printed
* Join professional/ civic clubs